INMATE WORKER INSURANCE CLAIMS

1013.1 PURPOSE AND SCOPE

Thurston County Corrections Facility will establish a process in which inmate workers who become injured get any needed medical treatment and process the appropriate insurance claim forms for documentation.

1013.2 POLICY

The Thurston County Sheriff's Office Corrections Bureau will establish written policy to assist with the processing of inmate worker insurance claims. This policy will cover injuries arising out of or in the course of the inmate worker being injured while on assignment or while traveling to and from the assignment.

When an inmate worker is injured under the circumstances above, their supervisor will ensure that emergency medical care is provided. The supervisor will complete, in its entirety, Part 1 of the "Proof of Loss Accident Claim Form". The supervisor will ensure Part 2 of the "Proof of Loss Accident Claim Form" is completed, in its entirety, by the inmate worker, to include the inmate worker's signature. When the supervisor and inmate worker have filled out and signed both of these forms, the supervisor will send the original form to Administration along with the incident report.

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